



2006 Legislative Wrap Up

The 2006 Legislative Session adjourned sine die at 12:12 a.m. on June 22nd. The 164 day session marks the fifth longest Legislative Session in Arizona history, just 9 days short of the all-time record. The general effective date for this year's enactments is September 21, 2006.

Key enactments which impact ADOA include:

- HB 2009 (ADOA continuation) – This measure continues the Department for 10 years. The Auditor General recently conducted an audit of ADOA and recommended the 10 year continuation which was enacted by the full Legislature.
- HB 2231 (state employees; annual leave transfers) – This ADOA proposal permits State employees to donate annual leave to other State employees in instances of pregnancy and childbirth. Previously, the donation of annual leave from one employee to another could only occur in instances of serious or incapacitating illness or injury. The transfer of leave between agencies only applies to members of the same family.
- HB 2232 (capitol police; reserve officers) – This ADOA proposal permits Capitol Police to establish a reserve officer pool consisting of Peace Officer Certified volunteers. Reserve Officers will assist with special events such as demonstrations and will help create a pool of qualified and experienced Officers to fill full-time positions when they become available.
- HB 2661 (state employees; pay increase) – The State employee salary increase took effect on March 11, 2006. The increase consisted of an across the board lump sum increase of \$1,650 as well as a 2.5% performance increase.

In addition to the measures mentioned above, a number of bills aimed at countering identity theft were enacted this session including HB 2024 (government; anti-identity theft assessment), HB 2484 (personal identifying information; records disposal) and SB 1338 (personal information; security breach; notification). Generally, these measures require the secure maintenance and destruction of governmental and private sector records which contain personal information. Additionally, agencies are required to notify individuals whose personal information may have been compromised in the event of a security breach.

Last, but not least, on April 20, 2006, William Bell was confirmed in the full Senate as Director of the Department of Administration.

News & Views

A newsletter for employees of the Arizona Department of Administration created by employees. We welcome your comments and suggestions.

ADOA
100 N. 15th Avenue
Phoenix, AZ 85007
(602) 542-1500

Janet Napolitano
Governor

William Bell
Director

Contributing Staff

Debby Dominguez
Editor

Marion Holmes
GSD

Julie Cruse
Risk Mgmt.

Elizabeth Diaz
MSD

Mark Johnson
EPS

Susan Lehr
Design/ISD

Lorinda Frost
HRD

Jan Sharon-Strieby
GAO

Scott Geiger
PCAP

Connie Wheeler
ISD

Bret Boettcher
CAP PD

Dot Roberson
TPO

Alternative Formats

Available in alternative formats.

Contact:

Debby Dominguez
at (602) 542-0062

The Director's Corner



Director
William Bell

A lot has happened these past few months. We finally have a budget after months, and months of negotiations. Alan Ecker, our Legislative Liaison, has provided a recap of the legislative session in this issue.

Most, if not all ADOA employees should have completed the security awareness training. We are also installing proxy servers to block undesirable web content, check for viruses, and monitor web usage. Additionally, starting with this issue we will start providing a column on safety/security issues.

This issue also brings some farewells to our ADOA family. We said goodbye to Tim Boncoskey, Chief Grasse, Bruce Ringwald and Susan Strickler. They all had significant management rolls in helping to accomplish our goals here at AODA. I would like to thank them for their service to the state of Arizona and wish them well as they leave us and move on to new opportunities.

The News & Views staff would like to bid farewell to Ruth Stieger-Gentle. She has done a fantastic job of coordinating our award ceremonies, holiday celebrations, SECC campaigns and has contributed to this newsletter for the past several years. We want to thank Ruth for her constant enthusiasm and contributions to this agency.

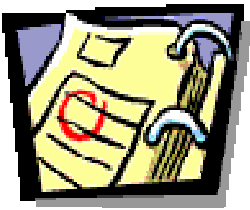
For some of us, summer is a time of vacations, relaxation and fun. For others it is a hectic time of year, with year-end closure and the loading of the appropriations for the new budgets. For those taking vacations, have fun and be safe. For those of you working tirelessly to wrap up the fiscal year, I want to thank you for all your hard work.

Enjoy your summer!

CAUSE FOR APPLAUSE

ADOA's **Cause for Applause** instant recognition program allows you to recognize fellow employees on-the-spot for doing a job beyond expectations. The program minimizes procedures and maximizes immediate feedback. Cause for Applause certificates are available through your division coordinator or electronic copies are available on your local area network.

ADOA has other programs too. **Take A Bow** acknowledges employees who retire from State service; **Encore** recognizes employees who celebrate a milestone anniversary beginning at their 5th year, then every 5 years thereafter. Divisions also hold celebrations to recognize **Employee and Team of the Quarter** recipients.



Mark Your Calendar

Every Tuesday **Toastmasters Meeting**
at noon in room 400A



July

4th Independence Day Holiday - Office Closed



September

4th Labor Day Holiday - Office Closed

22nd Fall Beautiful Home & Garden Show - Arizona State Fairground



April, May, June and July Milestones

Five years

GSD Diane Krenn, William Telya, John Webster
ISD Marilu Montano, Eric Wall, Connie Wheeler
MSD Michelle Brooks, Cherylanne Ciaravino
HRD Joanne Carew, Sydney Standifird
TPO Kathe Cochrane
EPS Tamara Mitchell
Risk Jeremy Clark, Erik Lohman
CapCP Jared Bunn
GRRC William Hylen

Ten years

HRD Summer Canfield, Virginia Fields
GSD Roger Berna
ISD John Brand
Risk Joseph Willan
CapPD Hector Juarez, Wayne Reece
GAO Helen Hughes

Fifteen years

HRD Patricia Allen, Donald Bergeson, Carolyn Friedman
ISD Rebecca Watson
DO William Bell

Twenty years

ISD Diane King
GSD Olga Saldana

Twenty-five years

HRD Delores Thues
TPO Jennette Wilkins

Thirty years

ISD Mary Jaques, Freddie Yanez



MSD's Annual Cinco de Mayo Pot Luck

This year's event was amazing! MSD employees cooked some of their all-time favorites: machaca, carne de puerco with chile, beans, rice, tortillas de arina and salsa. For dessert, we had pan dulce and hot chocolate. A game of "Lotteria" was played and it was fun from start to finish. We received compliments from everyone about the delicious food and good time. Thanks go to the hard-working team that help put this together: Elizabeth Diaz, Cherylanne Ciaravino, Melody Nettetstad, Aqueela Shannon, Berenice Ibanez, Angela Dean, Go Ortiz and Ralph Rodriquez.



PROCUREMENT COMPLIANCE ADMINISTRATION AND POLICY OFFICE (PCAP)

ADOA would like to introduce its newest office, The Procurement Compliance Administration and Policy Office (PCAP). This new office will be under the direction of the State Procurement Administrator, John Adler. The PCAP Office is the central procurement authority for the State, responsible for the administration and management of the State's procurement program. PCAP will provide the following services for State governmental units:

- Delegation of procurement authority
- Expert assistance and best practice guidance on purchasing related issues
- Statewide procurement technical bulletins
- Best practice white papers on procurement issues and methods
- Uniform solicitation instructions, terms and conditions and contract clauses
- Development and interpretation of procurement laws and regulations
- Direction and assistance in resolving procurement disputes
- Program procurement reviews to promote compliance to the Arizona Procurement Code
- Outreach, technical training and assistance for small-,women-and minority-owned businesses



John Adler

The PCAP staff consists of:

John O. Adler, CPPO	State Procurement Administrator	602-542-5308
Cynthia Pearson	Executive Assistant	602-542-9131
Rex L. Martin Jr., CPPB	Compliance Officer	602-542-9127
Scott B. Geiger, JD	Compliance Officer	602-542-9190
Faye D. Myles	Program Administrator Small, Women, Minority Business Enterprise	602-542-1584

The PCAP website will be up shortly and include valuable information for anyone involved in state procurement. The website will include procurement guidelines and bulletins as well as a link to the procurement code and outreach information. We will also provide a Q & A section for pressing procurement issues.

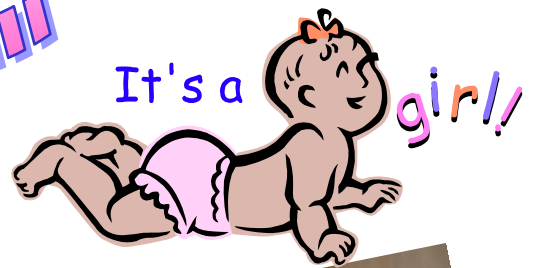
More updates to follow.....

Putting the Wheels In Motion To Promote State Job Opportunities



ADOA will soon have two vans with the azstatejobs.gov logo and web site colorfully designed on them to drive home the official web site for state of Arizona government jobs. These moving billboards will help promote greater image/awareness for state jobs. What a great way to put careers in motion for the state of Arizona!

Sugar and Spice.....



Belinda Peng, of the ISD Data Resource Management section, holds the newest member of her family, daughter Alexis with her sister, Hannah.



Nevaeh Juliette Burrell
March 5, 2006 7 Lbs. 3 Oz.

Proud Parents

Mike & Christina Burrell (MSD)



Isabel Rocio Escobar Davis
Born March 31, 2006
to Joshua Davis of MSD & Luz Escobar

Fiscal Year-End Comprehensive Annual Financial Report (CAFR) and Arizona Financial Highlights Issued

The General Accounting Office (GAO) has issued the State of Arizona CAFR and Arizona Financial Highlights for the fiscal year ended June 30, 2005. The State's CAFR received an unqualified opinion from the Auditor General's Office which means the State's financial statements are in compliance with Generally Accepted Accounting Principles. In addition, the following are financial highlights on a government-wide basis (excluding fiduciary funds and component units) for the fiscal year ended June 30, 2005:

- The State's reported revenues of \$23.656 billion and expenditures of \$21.984 billion during the fiscal year ended June 30, 2005.
- The State derived approximately 49% of its total revenues from taxes during the year ended June 30, 2005. The balance of the State's revenue comes from grants and contributions (38%), charges for services rendered (10%) and other revenues (3%)
- Health and Welfare programs comprised the largest percentage of total expenses for the State (39%), followed by Education and Higher Education (34%) and other State programs (27%)
- The State's net assets (total assets minus total liabilities) increased by \$1.672 billion during the fiscal year ended June 30, 2005. The increase is primarily caused by increased amounts earned for sales taxes, income taxes, and trust land sales.

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting awarded to the State for its 2004 CAFR is displayed in the 2005 CAFR. This award is issued by the GFOA to government units and public employee retirement systems whose CAFR's meet the highest standards in government accounting and financial reporting. In order to reproduce this award, the State believes that its 2005 CAFR continues to conform to the Certificate of Achievement program requirements and has submitted it to the GFOA to determine its eligibility for another certificate. For readers that do not need the scope and high level of detail that the CAFR provides, a less detailed overview of the State's financial activities is available in the Arizona Financial Highlights.

You may visit the GAO website at <http://www.gao.state.az.us/financials/> to view these reports.



Hiring Gateway Wins NASPE Award

Arizona's Hiring Gateway (automated recruitment and hiring system) has won the prestigious National Association of State Personnel Executives (NASPE) 2006 Eugene H. Rooney Jr. Award of Merit. The Rooney award recognizes innovative state human resource management practices that ensure access and equity while enhancing productivity and service delivery. NASPE commended the Hiring Gateway program for reducing the calendar time to hire, the overall cost to hire a new employee, and the state's advertising costs. This national recognition adds to the Hiring Gateways Team's ADOA Team of the Year award. Congratulations to all involved with bringing such innovation and recognition to ADOA and the State of Arizona.

Getting to Know You

Profiling Employees within ADOA



Human Resources Profiles Tony Gottlob

Meet Tony Gottlob, ADOA Human Resources Communications Manager. Tony was born in Winfield, Kansas and moved to Arizona in the mid 70's. Tony graduated from the University of Kansas with a Bachelor of Science in Advertising/Journalism in 1971. Tony joined Human Resources in 2004 as the Communications Manager and has significantly changed the way we communicate to our customers. He has over 30 years of advertising/marketing experience and believes that communications doesn't have to be bland and boring – but should be engaging and empowering. Since 2004, Tony has been instrumental in designing and implementing a new logo and tagline to serve as an overall branding theme for Human Resources communications. Tony has also been involved in the design of the azstatejobs website, the Y.E.S. website and a video for New Employee Orientation.



In the past, Tony has provided his creative talents to many other state agencies including the Arizona Lottery, the Arizona Office of Tourism, the Department of Health Services and the Department of Transportation. He has also worked with private sector companies such as Coca Cola, Circle K, PetSmart, Taco Bell and Superbowl XXX just to name a few.

Away from work, Tony's hobbies include tennis, music and photography...although Tony claims that his "main hobby" is his wife, Sylvia.

Ideas and images, branding and logos are common everyday words to Tony. Bland and boring? Or engaging and empowering? Filled with insight? Or outta sight? Embracing a belief? Or disbelief? If it reaches out to you in a way you can't resist – if it moves you beyond the glitz, the hype and hoopla, and brings something to your life you can relate to and value – this is an idea with tremendous power!

GAO Featured Employee is Jamie Epstein, Fiscal Service Specialist

The GAO is proud to introduce **Jamie Epstein** as its featured employee. Jamie started working with the GAO four and a half years ago. She has been a member of various teams within the GAO. She currently works in AFIS and is responsible for all of the State of Arizona warrant replacements, emergency handwrites, warrant cancellations and placing stop payments on warrants.

Jamie grew up in New York, lived briefly in Florida, and then moved to Arizona when she was 15. She graduated from Cortez High School in Phoenix. After high school, she worked for DES Unemployment Tax department for three years. She wanted the California life and moved to San Diego for a year and then to the opposite extreme, Minnesota for two years. After moving back to Arizona to thaw out, she began working for the GAO.

Jamie has been married to her wonderful husband for four and a half years, Jeff Hickman, who works at Arizona State Retirement System (ASRS). Jamie and Jeff love to travel, and they have been to all but four states in the United States so far. She has been to many countries as well including Turkey, Greece, Italy (twice), France, Spain, England, and on an Eastern Caribbean cruise to Puerto Rico, St. Thomas, St. Martin, and Lucia Barbados, and a Mediterranean Cruise. Jamie has been known to be like a gypsy because she likes to travel so much. She has always wanted to live somewhere in Europe. She has two cats, Franz and Ma Ma Girl and a Pembroke Welsh Corgi named Joby. She enjoys exercising to stay fit, healthy cooking, and boating when she is not off exploring other places in the world.

Jamie likes the people she works with. She has established very good relationships with people in and outside the GAO. Jamie is a pleasure to work with. She continuously applies excellence in her work ethics.



Getting to Know You

Profiling Employees in ADOA

Suzanne Allen, Statewide Accounting Specialist GAO Featured New Supervisor

Suzanne Allen is this quarter's featured new GAO Supervisor. Suzanne worked for the GAO from November 2003 to August of 2004 as an AFIS liaison but left to get married and join her husband in Las Vegas where he was completing some training in the military. Her husband, Travis Allen, is a Physician's Assistant and a First Lieutenant in the Army National Guard. They moved back to Phoenix in August of 2005 and Suzanne was rehired by the GAO to work in the FAAR group on the new Non-Appropriated Fund Reporting. She enjoyed working on the project because it gave her good insight into the workings of the legislative process. In February she was promoted to a Statewide Accounting Specialist. In her new position, she has been responsible for supervising the AWR unit portion of the AFIS Group. The GAO is extremely happy to have her back.

Suzanne graduated with a Bachelors degree in Management from the University of Massachusetts and also achieved a Post-Baccalaureate Certificate in Accountancy from Arizona State University West. Suzanne's latest educational accomplishment consists of passing the CPA exams in April of this year.

Suzanne's father was a jet fighter pilot in the United States Air Force. She was born in Bilthoven, Netherlands where her father was stationed on an overseas assignment. Her family moved to Arizona when she was three. She has four cats, Captain Jack (born with no eye), Kitty-Wonka (no tail), Puff and Bubba (both fully equipped). Her hobbies are hiking, golfing, reading, gardening, and spending time with her family and cats. She enjoys traveling and going on adventures (you may find her and her husband staying at a haunted hotel in Prescott some weekend).

Suzanne loves working in the GAO. In her opinion: "it is a pleasure to work with this group of dedicated individuals." She takes pride in having the opportunity to serve the State of Arizona.



GSD'S FEATURED EMPLOYEE - DAN MAYNARD

Dan Maynard, Administrative Service Officer in the General Services Division, Finance Section, earned an Associate of Arts and Science Degree with Distinction in Microsoft Information Technology at Chandler Gilbert Community College in December 2005. He also earned a second Associate of Arts and Science Degree with Distinction in Cisco Router Technology in May 2006. Dan has benefited from the agency's investment in the tuition reimbursement program, which is an excellent benefit available to state employees for the purpose of enhancing their education and careers within the agency.

These degrees compliment the certification he earned at South Mountain Community College in PC Repair and Maintenance, and the many certificates of completion in the varied levels of Novel System Administration and Microsoft Administration that he has received over the last ten years.

Dan has been employed by the State of Arizona for 11 years. He joined ADOA in the Payables section with MSD July 1995, and in 1996 he joined the Finance Section in the General Services Division, where his primary functions monitoring budgets and reconciling accounts for Building and Planning Services, Construction Services, and Facilities Operation and Maintenance.

Dan has seen the Department go through many changes and embraces the changes: "It is all to the better – new procedures, new ideas, new technology, and new people. It is getting better each day." He feels that ADOA has some very talented and gifted people, and he enjoys working with each and every one of them.

Getting to Know You

Profiling Employees in ADOA

Join GSD in Congratulating Our New Office of Emergency Management Manager, Steve Bold

Steve Bold is the Manager of the Office of Emergency Management for the Arizona Department of Administration. The Office of Emergency Management is tasked with emergency management and business recovery on the State Capitol Mall.

Prior to joining ADOA last year, Steve spent 31 years in the private sector working as the Manager of Environmental, Health and Safety for Ricoh Electronics, General Atomic and the University of California at San Diego.

Steve has worked with the EPA, emergency responders, regulators, the community and the private sector to create emergency response software to collect, in advance, critical data about a facility that can be used during an incident. Steve also worked with the EPA and the Government of Mexico to create software for chemical emergency response planning along the US/Mexico border.



Steve has served as a member of the Phoenix Mayor's Environmental Quality Commission and the Arizona Emergency Response Commission.

He is a graduate of the Miramar Fire Academy and the University of Southern California Safety and Health Management Program.

ADOA established the Office of Emergency Management in April 2006 to provide a central point of development and coordination for emergency preparation and management within ADOA and throughout the Capitol Mall. As part of the ADOA General Services Division, Facilities Operation and Management section, this office offers the following programs and services:

- Organizes the Capitol Mall Community Emergency Response Team program
- Manages the ADOA Emergency Operations Center at 1937 W. Jefferson
- Coordinates with agencies on the role of ADOA in Business Continuity Plans

Advises agencies on building evacuation and emergency preparation exercises

If you have any questions about this program, please contact Steve Bold at 602-542-1677 or Steve.bold@azdoa.gov. He is a wonderful asset to the General Service Division. **Congratulations Steve!**

GWEN LOPEZ ASSUMES NEW POSITION AT RISK

Familiar face but a new job. ADOA is pleased to introduce Gwen Lopez as the agency's Loss Prevention Coordinator. Gwen assumed the Loss Prevention Coordinator position May 22, 2006. Previously, Gwen was the Risk Management Loss Prevention Training Supervisor so she is familiar with ADOA. She is looking forward to working with all departments in her new position.

As the agency's Loss Prevention Coordinator, Gwen will work with all divisions within ADOA to provide assistance and information to employees and supervisors related to safety and health. Gwen will chair the agency safety committee, Vehicle Incident Review Committee (VIRC), conduct investigations of serious accidents and those with the potential for serious injury or loss, review accident investigation reports and provide follow-up on corrective actions and will provide assistance in the development of safety rules, safe work practices and other measures to improve loss prevention and safety performance. Gwen will assist ADOA employees with using Ergo-Smart, a computer software program designed to aid employees in ensuring their workstations are adjusted properly. If anyone has questions regarding the VIRC, safety committee, Ergo-smart or questions, concerns on safety issues, please contact Gwen at (602) 542-2386.



Getting to Know You

Profiling Employees in ADOA

Meet Susan Marchi, TPO Demand Management Project Coordinator

Susan began her career in state service with ADOA in February 1991. She worked as senior communications analyst with Arizona Telecommunications System (ATS). As communications analyst, Susan worked with agencies by providing consulting, communications proposals and technical expertise to acquire voice services statewide.

In March 2005, Susan joined the Telecommunications Program Office (TPO) as project coordinator for projects initiated by agencies that require complex engineering, new technologies and Project Investment Justification (PIJ) approval. These projects, Demand Management (DMT) projects, are visible via an online tool, Information Technology Governance (ITG). Agencies with DMT projects have access to ITG and can follow the status of their projects online.

Susan qualifies the DMT project request and moves the project through the DMT workflow. The PIJ is developed as the project moves through the various DMT phases. She works with agencies to develop PIJs and provides all ongoing status and reporting to GITA – which is a real timesaver to agencies as this was something previously handled by individual agencies. She also tracks the status of project completion, acceptance and invoicing.

Her supervisor, Laura Ward, comments; “Her knowledge and experience, attention to detail and customer service skills have been invaluable during this year of significant changes within the telecommunications environment at the state.”

Susan has a 'can do' attitude and is always ready to help out. She and her husband, Michael, live in Scottsdale. She is an avid reader, an animal lover...just ask her about her cat, Puddy-man. Susan loves to collect antique advertising...which usually includes interesting trips...and great “finds”.



Congratulations to Pamela Reay, MAEd



Pamela Reay, CPM, CPPB, Chief Learning Officer, Arizona Procurement Institute (API), Enterprise Procurement Services (EPS) graduated last month from the University of Phoenix with a Masters Degree in Adult Education and Distance Learning. Pamela achieved an impressive GPA of 3.86 and graduated with honors. The program covered 9 courses over a 14 month period. During this same period Pamela also received recognition as EPS Employee of the Quarter, January – March 2006.

Pamela, congratulations on your professionalism, dedication and academic achievement.

Getting to Know You

Profiling Employees in ADOA

Thanh Nguyen from ADOA's Interagency Print Shop

Thanh Nguyen has an interesting story about his life and his trip to America. In 1979, Thanh and his brother decided to escape the communist state of Vietnam and join their sister and brother in the U.S. With the help of an uncle who distracted soldiers with beer, Thanh and his brother were able to sneak out of their home and head toward a small boat that would travel across the South China Sea to Malaysia. The boat ride to Malaysia took a total of two days and two nights with 115 men leaving their families and friends to start a new life.

Thanh was 27 years old at the time and he was willing to risk his life so that his wife and one year old son could be free from their communist-controlled nation. Thanh spent six months in Malaysia processing paper after paper trying to get permission to travel to the U.S. Once American Embassy officials came in contact with his family sponsors in the United States, he was finally granted a Refugee Visa. He was one step closer to freedom. Thanh took a plane to New York City, New York to join his brother and sister.

He began working for General Electric, assembling circuit boards and was then given a chance to work for South West Forest Industries. The deal with South West Forest Industries was: (A) if the company liked you, they kept you, if not, (B) you went back to school to learn a trade. Well, plan (A) worked for Thanh. The company liked his attitude and work ethic. They showed him everything he knows today about printing.

In order for Thanh to be reunited with his wife and son, he had to wait 10 years for Visas to be granted. It was a rough 10 years but they both kept their faith and in the end, it all paid off. His wife and son, now eleven, arrived to New York where they lived briefly before moving to Phoenix, Arizona. Adding another baby boy to complete their family, Thanh and his wife were now free and their dream of moving to America came true.



Thanh has worked for the State of Arizona for 17 years. He worked ten years with the Department of Education's print shop and has been with the ADOA Print Shop for seven years. He does pre-press work, negatives, plate development, and runs the press machines. Thanh is the only full-time press person in the Print Shop and he helps wherever he is needed. His supervisor, Ralph Rodriguez, describes him as a hard-working, dependable, honest and self-motivated associate.

ADOA's Interagency Printing Service (IPS)

1802 W. Jackson

602-542-3213

ADOA's Interagency Print Shop meets the printing, graphic arts, bindery and quick copy needs of state agencies.

With their **Design and Consulting Services**, the Print Shop team will supply you with the know-how, the technology, and the assistance to make it happen. The Print Shop offers the latest desktop publishing software; they can blend your text, photos and artwork into a custom design just for you.

The Print Shop offers a **Quick Copy Service** that will help you meet your tightest deadlines. Whether you need five copies or 5,000 copies, the Print Shop is there for you.

Custom printed **Business Cards, Letterhead and Envelopes** are also available with distinctive art, color, foil or paper to create the perfect look and presentation for you.

With the **Newsletters & Brochures Service** you can make your newsletters more appealing by adding color, photos, charts and illustrations. If needed, they can provide assistance with design and layouts. Experts will help you choose formats, paper and color.

Business Forms and Manuals may not be exciting but are key to running a business. The Print Shop can produce purchase requisitions, work orders, two-to-six-part carbonless sets and other business forms.

To make your job easier, your logos, fonts and/or graphics can be stored in-house for easy re-ordering.

To finalize your projects, the Print Shop is not only for printing they also offer **Binding & Finishing** (collating, staple, tape, spiral, velo and perfect binding). Or, dress up your project with Imprinted Covers, Custom Index Tabs, Colored and Textures Paper, Folding, Color Printing, Postcards & Mailers and Announcements & Invitations.

No matter how simple or complex your project may be, the Print Shop will follow your project through design, printing and delivery to ensure a professional product.

The Procurement Corner

Procurement Certification

The Arizona Institute of Procurement (API), a unit of the Division of Enterprise Procurement Services (EPS) is developing a Public Procurement Professional Certification Program based on mastering specific levels of procurement materials.

There are two levels of courses: Fundamentals and Specialist. Each will include three to five modules which may be taken in any number and any sequence, except for Module I, Fundamentals of Public Procurement, which is the prerequisite for all other modules in the program. Fundamental courses and topics cover the basics of public purchasing including definitions, organization, ethics and source selection methods. More advanced topics are addressed in the Specialist modules: sole source and impracticable procurements; cooperative purchases; and formal solicitations, Invitation For Bids and Request for Proposals. Some advanced modules will require pre-session work. Professional Certification as a Public Procurement Specialist is predicated on demonstrated mastery of the topics covered in all the modules and meeting program-established professional standards. Students who have taken Public Procurement - EPS 101, Foundation in Public Procurement - EPS 201, Journey Level Public Procurement - EPS 301, Professional Certificate in Public Procurement - EPS 401, or any of the Advanced Topics (500 series courses) may receive credit toward certification for those courses.

Learners with the help of their supervisors will select the course they will participate in based on current job duties or anticipated further responsibilities. The new class designations will replace current EPS course numbers and titles. Pilot classes for Modules I, II, and III are being held June 28, 29 and 30th and these modules will be added to the regular schedule starting in July of 2006. The Specialist series of modules will start rolling out by this fall and API will continue to offer the 500 level procurement courses, such as Construction Contracting, Negotiations and Specification Writing.



Please check the EPS website site at www.azeps.az.gov, "Procurement Training" for a schedule of class dates and times, or contact Saretha Jones for details: Saretha.jones@azdia.gov or (602) 542-9141.



Employee Recognition

Third Quarter



GAO's Employee of the Third Quarter

Celine Baker
Statewide Accountant III

The GAO is proud to have Celine as its Employee of the Third Quarter. Celine has an eleven year old son, Keane who is the love of her life. She takes pleasure in the outdoors, hiking, and gardening.

Celine has both a Bachelors and Masters degrees in Physical Education from the Northern Arizona University. She taught everything from T'ai Chi to weight training for a number of years. Celine then decided on a career change and received a third degree, a Bachelors degree in accounting from the Arizona State University West. Celine began working for the State of Arizona in the GAO in January of 2005. She enjoys working in the GAO. In her opinion, "the GAO is a very good environment to work in and the people are easy to get along with and they like to solve problems".

GAO's Team of the Third Quarter

The GAO is proud to have the Central Services Bureau as its Team of the Third Quarter for FY 2006. Below are some comments from the nominations for Team of the Third Quarter.



"The large amount of work processed by the CSB group speaks highly of the work ethic of the employees to accomplish the goals and objectives of CSB.

They are a very customer service-oriented section striving to provide a good positive attitude to all of their customers, whether internal or external.

They are team players, always ready to assist a fellow worker to complete a given task. Everyone in CSB is always willing to assist with any questions.

I feel the CSB group should be nominated for Team of the Third Quarter 2006."

"The CSB Group works together as a team and they help each other when someone is out."

(pictured left to right - Alison Markow, Diane Pingleton, Randi Orchard, Anita Kleinman, Helen Hughes, and Peter Dolfo)



Employee Recognition

Third Quarter

MSD Employee of the Quarter

John Corbett

Management Services' Employee of the 3rd Quarter for FY06 was awarded to **John Corbett** in Travel Reduction. John provides services that meet the customer's standards and enhances the customer's ability to achieve their goals. He is accessible, courteous and responsive to the customer. John works effectively and cooperatively with others in the workgroup. Each month, John dedicates himself to helping other agencies and employees achieve the Governor's mandated telework goals. He is a key member of the Travel Reduction Program.



Arlita Campbell

Risk's Employee of the Quarter

Arlita Campbell started with Risk Management in August, 2001 when the Occupational Health team transferred to Risk Management from Human Resources Division. Arlita is primarily responsible for scheduling employment candidates for post-offer physical exams. This position has a high degree of agency and public contact as she must communicate with the employer, the candidate and clinics in order to get the exam done timely for the agency, and at a location and time convenient to the candidate.

Arlita was named as Risk Management's 3rd Quarter Employee of the Quarter due to her exceptional level of customer service. Arlita has the gift of persuasiveness that creates a feeling of importance and involvement for agency customers and candidates. She has a knack for getting clinics to accommodate the ever-urgent scheduling needs. Arlita follows up and is able to get exam results and other information in a very timely manner. She provides an outstanding level of customer service that displays her dedication, loyalty and hard work. Arlita's customer service skills are consistent as she has received several compliments from state agencies stating how helpful she was during the post-offer process.



Employee Recognition

Third Quarter

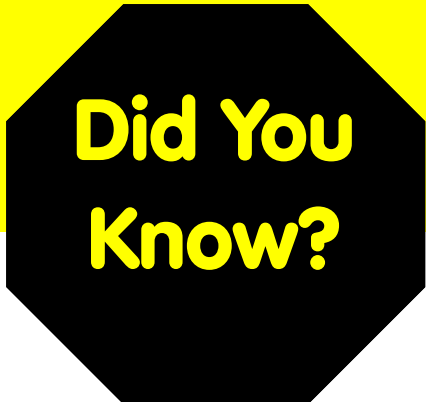
MSD Team of the Quarter

State Boards Office

Management Services' Team of the 3rd Quarter for FY06 was awarded to the Arizona State Boards Office. The SBO office team consists of Dawn Green, Megan Darian and Berenice Ibanez and is a great example of a hard-working group of individuals who come to work every day with a good attitude. This team has increased their Voice of Customer responses significantly over the last two quarters, from an average of 7.1 in September, 2005, to an impressive 7.6 in March, 2006. They take pride in their work and are always willing to go the extra mile to assist customers.



SECURITY AWARENESS UPDATE



Did You
Know?

The ISD Information Security Services has begun a campaign to keep you informed about security issues that affect both your home and work life. Each issue of *News and Views* will now contain an article related to current, relevant security issues you need to be aware of.

Identity Theft

It Hasn't Happened to Me –YET

You've seen the commercials, you've heard the warnings, but you're saying, "It hasn't happened to me." Update that statement to be, "It hasn't happened to me–yet." Nearly 5% of the United States population has become a victim of identity theft. You don't want to be one of them. Those whose identities have been stolen spend lots of money and years of time cleaning up the mess thieves made of their good name and credit record.

Identity theft has become big business. They stoop to rummaging through your garbage – a practice known as dumpster diving, to obtain information about you. They obtain your credit report by posing as a landlord, employer or someone who has a legitimate need to access your credit information. They even complete Change of Address forms to divert your mail and hack into businesses records to obtain information about you. Often, you are unaware that the crime has been committed.

Once your identity has been compromised, thieves go on a spending spree, buying big ticket items such as stereos and TVs that can easily be resold. They open credit accounts or take out loans in your name, drain your bank account and write bad checks on your account.

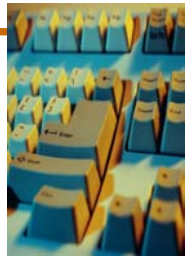
The repercussions to you are the possible loss of job opportunities, loan refusals, or denial of housing and educational applications. There may even be a situation where you get arrested for a crime you didn't commit.

So how do you reduce your chances of being a target for identity theft?

- Shred old bank and credit card statements.
- Shred those pre-approved credit card offers you get in the mail.
- When mailing checks, drop off the mail inside the Post Office.
- When leaving on vacation have the Postal Service hold your mail.
- Do not carry your Social Security card, bank account numbers or PINs (personal identification number) with you.
- Pay attention to your credit card billing cycles. A common tactic thieves use is to change the address on your accounts. Know your billing dates and if a statement is a few days late contact the card issuer. Ask if there have been any inquiries or changes to your account information.
- Get copies of your credit report. Review the report thoroughly and question any entries you are unfamiliar with. You have the right to request a free copy of your credit report yearly. Check out www.annualcreditreport.com.
- Call toll-free 1-800-5-OPT-OUT to remove your name from marketing lists used by credit card companies.

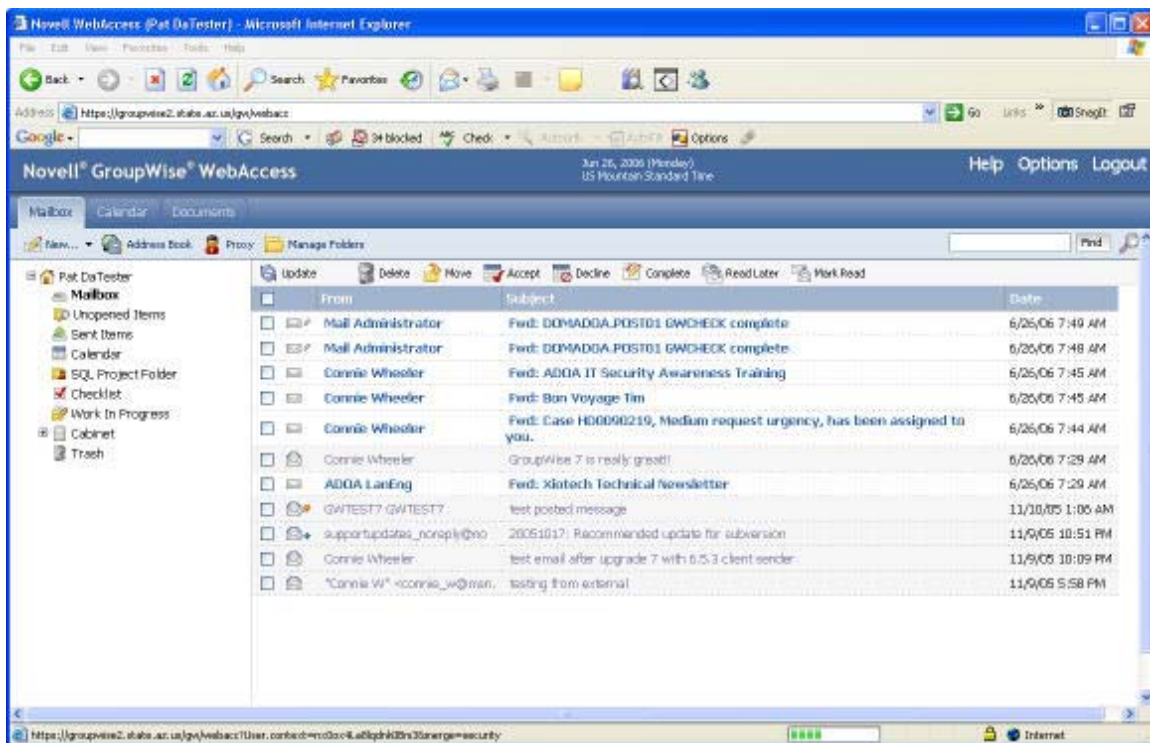
Don't become a statistic. Don't become a person who has to say, "I am a victim of identity theft." Take the time and precautions to protect yourself from this crime.

Have questions? Please contact Susan Lehr, your Security Awareness Facilitator, at 602-542-2118.



Introducing GroupWise 7 WebAccess

We are pleased to announce the release of the new GroupWise 7 WebAccess client for our telecommuting users. This version of WebAccess offers significant improvements over the current WebAccess client. It has many of the features you'd expect from a full-featured Windows client such as drag-and-drop, spell checking, name completion, work in progress drafts, quick find and more.



To try out the newer WebAccess, go to <http://groupwise2.state.az.us>

For the next month, both the older GroupWise WebAccess (<http://groupwise.state.az.us>) and the new GroupWise 7 WebAccess (<http://groupwise2.state.az.us>) will be available so you can easily make the transition. After a month, we will upgrade the older WebAccess client to the new version.

Give the new GroupWise WebAccess client a try and let us know what you think.

Contact the support desk if you need help or would like more information concerning the new GroupWise WebAccess.



People on the Move



Division	Welcome	Good-bye, Good Luck
Risk Management		<ul style="list-style-type: none"> Alicia Curiel - transferred to DHS Lillie Hines - deceased
General Services	<ul style="list-style-type: none"> Paul Ashworth - new hire Arturo Bejines - new hire Ray Figueroa - new hire Marion Holmes - transferred from Game & Fish Ignacio Daviel - transferred from DES Huan Nguyen - transferred from DOC Jeffery Pugh - new hire Jobalena Yates - new hire 	<ul style="list-style-type: none"> Sara Cramer - transferred to ADOT Jason Dawe - left state service April Jensen - left state service Sam McLaughlin - left state service Bruce Ringwald - retired Darnell Robinson - left state service John Sempert - left state service James Skrzypek - left state service
Enterprise Procurement Services		<ul style="list-style-type: none"> James Pregler - left state service Adam Williams - left state service
Human Resources	<ul style="list-style-type: none"> Rochelle Moore - transferred from AHCCCS 	<ul style="list-style-type: none"> Steven Elliott - left state service Frank Hinds - retired Jeri Penrose - left state service Karen Sanger - retired Beverly Spencer - retired Joan Toner - retired
Information Services	<ul style="list-style-type: none"> Darrell Mills - new hire Paul Willcox - transferred from Veteran Ser. Timothy Witherspoon - new hire 	<ul style="list-style-type: none"> Jerry Barringer - retired Bob Brewer - retired Yvonne Gano - transferred to DJC Steve Gregory - retired Tim Hinds - deceased Elsie Miramontes - transferred to DHS
Management Services	<ul style="list-style-type: none"> Lisa Cooley - new hire Dawn Slater - new hire 	
Capitol Police	<ul style="list-style-type: none"> James Brown - new hire Courtney Clement - new hire Dennis Manka - transferred from ASH Beth Anne Marrs - new hire Christopher Thompson - new hire Elva Watson - transferred from State Hospital 	
General Accounting Office	<ul style="list-style-type: none"> Armanda Bennett - new hire Kelly Page - new hire 	<ul style="list-style-type: none"> Carla Harris - left state service Helen Huges - left state service Julie Phelps - transferred to DEMA David Schahn - left state service
AZGU		<ul style="list-style-type: none"> Lisa Bellamy Moone - left state service
Director's Office		